

THE MOUNT

EDITH WHARTON'S HOME

Finance Director

Full-time Exempt

Salary Range \$80,000 - \$90,000

The Finance Director in coordination with the Executive Director will provide leadership, management, and vision necessary for the organizations financial and administrative operations. Overall responsibilities will include overseeing the day-to-day financial and human resource operations of the organization.

Responsibilities include:

Accounting/Budgeting/Reporting:

- Manage operating cash flow, including balancing daily cash activities and preparation of necessary entries to record cash receipts.
- Management and reconciliation of all bank and investment accounts.
- Maintain schedules for annual audit such as: net assets, prepaid expenses, accruals, depreciation, construction in process and investments.
- Create and maintain budgets with support from the Executive Director.
- Accounts payable and receivable.
- Monthly sales and meals tax reporting.
- Annual 1099 reporting.
- Reconcile GL accounts, enter journal entries and close the financial records monthly and at year-end.
- Oversee all aspects of yearly audits and serve as the primary point of contact for the external auditors.
- Assist with the preparation of federal and state government reporting.
- Work closely with the development department to monitor financial status of grants, restricted gifts, and pledges and ensure gifts are recorded accurately and completely.
- Create, report and prepare financial portions of grants.
- Implement and monitor accounting controls.
- Oversee point-of-sale (POS) system for revenue centers.
- Prepare and present financial reports at board meetings.
- Attend investment and finance committee meetings and provide all necessary reports.

Human Resources/Risk Management:

- Oversight of all human service related duties.
- Supervise supporting staff member whom duties include:
 - Onboard all new hires.
 - Work with all departments to develop job descriptions and hire employees.
 - Bi-weekly payroll processing with outside vendor.
 - Maintain all personnel records.
- Develop and update policies and procedures.
- Oversight and responsibility for retirement plan, and health and dental insurance.
- Serve as point of contact for the entity's insurance agencies including reporting and claims
- Prepare annual worker's compensation audit.

- **Necessary Knowledge, Skills, and Abilities:**
- Excellent written and verbal communication.
- Very strong interpersonal and listening skills and the ability to build relationships with staff, board members, external partners, visitors, and donors.
- Strong organizational and time management skills that reflect the ability to perform and prioritize multiple task seamlessly with excellent attention to detail and accuracy.
- Ability to multi-task in a highly demanding and sometimes stressful environment.
- Ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate highest level of customer service and response.

Education/Experience

- Minimum qualifications include a B.S. or B.A degree in Accounting or Business Management.
- A knowledge of not-for-profit accounting and at least five years of experience is required.
- Prior experience in the cultural sector is preferred.
- Must possess a deep knowledge of QuickBooks and Microsoft Office Suite.

Special Requirements:

- Must have a valid Driver's License and clean driving record.

Physical Demands:

The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hands to finger objects and controls. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.